

6 March 1978

MEMORANDUM FOR: See Distribution

FROM : H. C. Eisenbeiss  
Director of Central Reference

SUBJECT : Control and Release of Finished Intelligence

1. The purpose of this memorandum is to solicit your confirmation of agreements reached at a meeting between [REDACTED] of OCR and NFA25X1A RMOs and registry chiefs on 27 January 1978 to discuss ways to streamline control and release of finished intelligence (reports and periodicals) by OCR to users of its document library. A separate meeting was held with [REDACTED] of CRG for the same purpose on 9 February.

2. The meeting was prompted by the fact that the Automated Document Storage And Retrieval (ADSTAR) system currently under development in OCR provides for the automation of the document retrieval process. ADSTAR will also permit the digitizing and remote display of documents. Given this degree of automation, it is highly desirable to minimize any requirements for manual intervention in the retrieval process.

3. Until now, offices originating finished intelligence have required OCR, in many instances, to clear the release of finished intelligence items retrieved from the document collection with the originating office's registry or other control officers. These procedures began many years ago in part as a stock control procedure (i.e., to keep a current record of supplemental copies available at Records Center) and as an additional security control procedure above and beyond what is required by the classification and dissemination controls appearing on the document itself.

4. In the ADSTAR system a user, either directly or through a librarian, will be able to call up any document from the automated retrieval system for which he is cleared and has the appropriate access authority. The system will permit a document to be retrieved and displayed within 30 seconds. ADSTAR, however, can and will prevent automatic retrieval and display of specially-controlled documents, e.g., the National Intelligence Daily (NID). In such instances a librarian will follow established procedures to authorize specific release. However, should all finished intelligence without exception be subject

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to such special release procedures, it would impact negatively on the automation of the ADSTAR system, and, in many instances, severely reduce the effectiveness of that system. Needless to say, the SAFE system (of which ADSTAR will serve as the document delivery subsystem) would be hampered similarly. Such a loss of system responsiveness would have results diametrically opposed to the service objectives of ADSTAR and SAFE.

5. At the meeting referred to above, all NFAC office representatives stated that it is not necessary or desirable to subject all finished intelligence to special release controls, but only specific reports or series. It was agreed that the offices would identify to OCR those documents to be specially controlled. The exact procedures as to how OCR will be informed of these select documents will be worked out between OCR and the appropriate NFAC office contact points and NIOs, and will become effective no later than 3 April 1978.

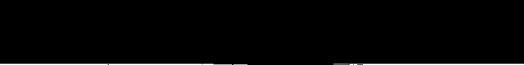
6. It is requested that you approve the agreement outlined in paragraph 5 which was concurred in earlier by your representative.

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H. C. Eisenbeiss

cc: OD/NFAC  
AD-M/NFAC  
AD-SS/NFAC  
SA-NIO/S/NFAC

APPROVED:

  
Director of Imagery Analysis

17 March 1978  
Date

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